12-14-13

Mr. Moses Hampton

Talbot Thingamajig, Inc.

4618 ¾ William Flynn Hwy.

Allison Park, PA 15101

Dear Mr. Hampton:

I hope you are well. I am writing to be considered for an overseas assignment with Talbot Thingamajig, Inc. Specifically, I am requesting to be assigned to help open a branch of the company in China. I chose to study China for my training course because I am extremely interested in the culture for China. I love Chinese food including different rice or fried chicken that originated from China. Also, some of my friends are interested in Chinese culture so I’ll be working around people that I know and that I’m get along with.

Over the course of the next 7 ½ weeks, I expect to learn about Chinese culture, food, business etiquette and some important phrases in Mandarin. Having this knowledge will help me get a better job and help me learn about a different culture and help me in the future develop in working maybe in a Chinese society*.*

Lastly, I think I would be a great addition to this team because I am thoroughly interested in the culture that I chose. When I’m interested in something, I am always motivated to learn about it and do read more about it. I am an amazingly quick learner. I usually am very good at being noticed and am very hard working. I go past the usual expectations of assignments and it ends well.

Thank you for your time and consideration. I look forward to hearing from you soon.

Sincerely,

Jacob .T. Concolino

2513 Saddle Drive

Allison Park, PA 15101